

**SECTION G
CONTRACT ADMINISTRATION DATA
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SECTION G CONTRACT ADMINISTRATION DATA

G.1 ADDRESS OF CORRESPONDENCE

All correspondence except as otherwise specified shall be directed to the Contracting Officer at the following address:

Commandant (G-ACS-6)
U. S. Coast Guard Headquarters
2100 Second Street, S.W.
Washington, D.C. 20593-0001
M/F: Contract No.:

G.2 PAYMENT ADDRESS

Indicate below the address to which payment should be mailed if address is different from that stated in Block 15 of the Standard Form (SF) 33 or Block 7 of the Standard Form (SF) 26:

G.3 GOVERNMENT REPRESENTATIVES

The Government may, upon contract award or thereafter, name representatives with titles such as Project Officer, Contracting Officer's Technical Representative, Resident Inspector, etc. Such individuals, IF APPOINTED, will be named in writing by the Contracting Officer. The letter of appointment will indicate the individuals and their titles and state the powers, responsibilities, and limitations of their appointment.

In any event, no such named individual has the authority to issue any direction under the solicitation or contract, either technical or otherwise, which constitutes a change to the terms, conditions, price, or delivery schedule of the contract. Only the Contracting Officer is authorized to alter the solicitation or contract in any way.

G.4 REQUEST FOR PAYMENT - FIXED-PRICE CONTRACTS & ORDERS

A request for payment is proper if it includes the items required by the clause at FAR 52.232-25, Prompt Payment [(a)(3)(i) through (a)(3)(viii)]. A request for payment may be on a form, such as a DD Form 250 or company letterhead as long as it meets the requirements of this clause.

If a request for payment does not include all the items required by the clause at FAR 52.232-25, Prompt Payment, then the request is not proper and shall be returned with a statement citing the reason the request is not proper.

If a request for payment includes all the items required by the clause at FAR 52.232-25, Prompt Payment, but is inaccurate, then the request is not proper and the Contractor shall be notified in writing of the error(s). The Government reserves the right to return an inaccurate request for payment with a statement citing the reason the request is not proper.

Each original invoice shall be submitted to the designated billing office at the following address:

INVOICE DTCG23-__-__-_____
Commandant (G-ACS-6)
U. S. Coast Guard Headquarters
2100 Second Street SW Room 5208
Washington, D.C. 20593-0001

One copy of the original invoice shall be submitted to the COTR at the address cited in the COTR appointment letter, or in any subsequent letter from the Contracting Officer, that cites a different address. Any ambiguity concerning the COTR address shall be referred to the Contracting Officer for resolution.

G.5 REQUEST FOR PAYMENT - OTHER THAN FIXED-PRICE CONTRACTS AND ORDERS

- (a) Request for payment, whether referred to as an invoice or voucher, is proper if it complies with this clause and the clause FAR 52.232-27 Prompt Payment for Construction Contracts. Moreover, a request for payment must be accurate for it to be proper.
 - (1) If a request for payment does not include all the items required by this clause and the clause at FAR 52.232-27, Prompt Payment for Construction Contracts, then the request is not proper and shall be returned with a statement citing the reason the request is not proper.
 - (2) If a request for payment includes all the items required by this clause and the clause at FAR 52.232-27, Prompt Payment for Construction Contracts, but is inaccurate, then the request is not proper and the Contractor shall be notified in writing of the errors. The Government reserves the right to return an inaccurate request for payment with a statement citing the reason the request is not proper.
- (c) The Contractor shall submit SF 1034, Public Voucher for Purchases and Services Other Than Personal, and SF 1035, Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet), to request payments under this contract. The forms must be completed as required by this clause.
- (d) The SF 1034 shall be completed in accordance with the following instructions:

Caption on the SF 1034	Data to be Inserted in the Block
1. U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT, AND LOCATION	Name and address of the contracting office which issued the contract.
2. DATE VOUCHER PREPARED	Date voucher submitted to the designated billing office cited in the contract.
3. CONTRACT NO. AND DATE	Contract No. and, when applicable, the Order No. And date as shown on the award document.
4. REQUISITION NO. AND DATE	Leave blank or fill-in in accordance with the instructions in the contract.
5. VOUCHER NO.	Start with "1" and number consecutively. A separate series of consecutive numbers must be used beginning with "1" for each contract number or order number (when applicable). Note: Insert the word "FINAL" if this is the last voucher.
6. SCHEDULE NO. PAID BY DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NO. SHIPPED FROM TO WEIGHT: GOVERNMENT B/L	Leave all these blocks blank
7. PAYEE'S NAME AND ADDRESS	Name and address of Contractor as it appears on the contract. If the contract is assigned to a bank, also show "CONTRACT ASSIGNED" below the name and address of the Contractor.
8. NUMBER AND DATE OF ORDER	Leave blank. (See #3 above.)

9. DATE OF DELIVERY OR SERVICE	The period for which the incurred costs are being claimed (e.g., month and year; beginning and ending date of services, etc.).
10. ARTICLES OR SERVICES	<p>Insert the following:</p> <p>"For detail, see the total amount of the claim transferred from the attached SF 1035, page X of X."</p> <p>One space below this line, insert the following:</p> <p>"COST REIMBURSABLE-PROVISIONAL PAYMENT."</p>
11. QUANTITY; UNIT PRICE(COST; PER)	Leave blank.
12. AMOUNT	Insert the total amount claimed from the last page of the SF 1035.
13. Payee must NOT use the space below.	Do NOT write or type below this line.

- (e) The SF 1035 (Continuation Sheet) shall be completed in accordance with the instructions below. Use the same basic instructions for the SF 1035 as used for the SF 1034. Ensure that the contract and, if applicable, order number, is shown on each continuation sheet. Use as many sheets as necessary to show the information required by the contract, Contracting Officer, or cognizant audit agency. However, if more than one sheet of SF 1035 is used, each sheet shall be in numerical sequence.
- (f) The following items are generally entered below the line with *Number and Date of Order*; *Date of Delivery or Service*; *Articles or Services*; *Quantity*; *Unit Price*; and *Amount* (but do not necessarily tie to these captions).
- (1) Show, as applicable, the target or estimated costs, target or fixed-fee, and total contract value, as adjusted by any modifications to the contract or order. The FAR permits the Contracting Officer to withhold a percentage of fixed fee until a reserve is set aside in an amount that is considered necessary to protect the Government's interest.
 - (2) Show the following items and supporting data as applicable to the contract or order:

Time-and-Materials, Labor-Hour. (See Section I, FAR Clause 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts).

1. Labor. List each contract line item number and corresponding labor category description and hourly rate, labor hours performed, and extended total labor dollars (hourly rate multiplied by labor hours performed).
 2. Materials and Subcontracts.
 - a. List each direct material item, quantity purchased, item cost, and extended total cost (quantity purchased multiplied by item cost). Cite any material handling costs allocated to direct materials.
 - b. List each authorized subcontract by subcontractor name. List each item or service, quantity purchased, item or service cost, and extended total cost (quantity purchased multiplied by item or service cost).
 3. Travel. List the name and title of traveler, place of travel, and travel dates. If the travel claim is based on the actual costs expended, show the amount for the mode of travel (i.e., airline, private auto, taxi, etc.), lodging, meals, and other incidental expenses separately, on a daily basis. These actual costs must be supported with receipts for expenditures of 75\$ or more to substantiate the costs paid. Cite any applicable indirect costs allocated to travel.
 4. Total of 1 through 3. Enter this amount on the SF 1034.
 5. Cumulative value of all previous requests for payment paid to date.
- (g) Completion Voucher. The completion (final) voucher, also referred to as the final invoice, is the last voucher to be submitted for incurred, allocable, and allowable costs expended to perform the contract or order. This voucher should include all contract reserves, allowable cost withholdings, balance of fixed fee, etc. However, the amount of the completion voucher when added to the total amount previously paid cannot exceed the total amount of the contract.
- (h) Each original request for payment shall be submitted to the designated billing office at the following address:
- INVOICE DTCG23-__-__-_____
 Commandant (G-ACS-6)
 U. S. Coast Guard Headquarters
 2100 Second Street SW Room 5208
 Washington, D.C. 20593-0001
- (i) One copy of the original request for payment shall be submitted to the COTR at the address cited in the COTR appointment letter or in any subsequent letter from

the Contracting Officer that cites a different address. Any ambiguity concerning the COTR address shall be referred to the Contracting Officer for resolution.